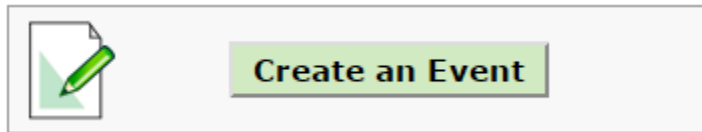


Basic Reservation Request

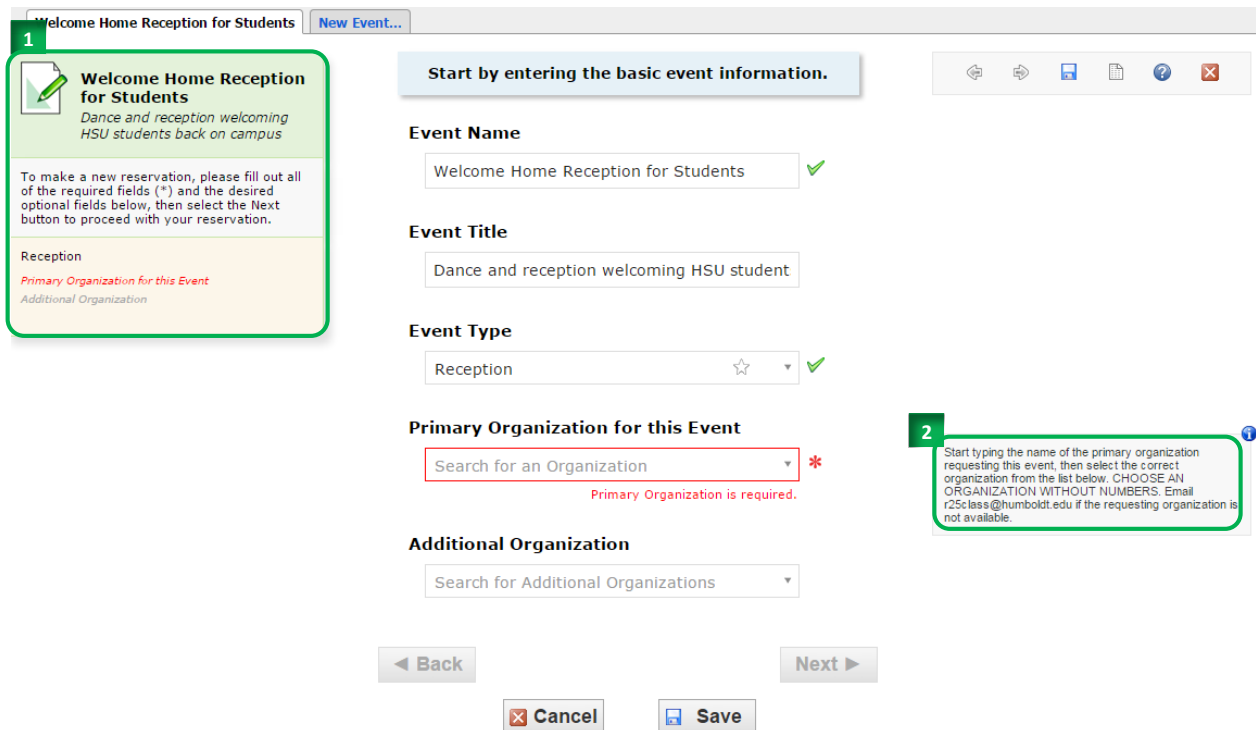
To create a basic event and submit a room request, select the **Create an Event** button.




If you have not yet logged in, you will be asked to sign in using your HSU user name and password. Click on the **Sign In** button to proceed.



Once you are logged in, a new reservation tab will open. Fill out all the required fields (indicated by red stars). The column to the left of the reservation provides a quick view of all the event details you provide (1). It can be also used for shortcuts to previous pages. As you enter each fields' content, a set of field-specific instructions will appear to the right of the field (2). Select the **Next** button at the bottom of the page to advance to the next screen.



Starting on the second page of your reservation form, the left column will also provide a progress bar (3). Enter how many people are expected to participate in your event. This is important in order to secure the right size room for your event. Next, enter a description of the event if you have one. This is a good place to enter conference schedules, play descriptions, public meeting agendas, etc. This field is HTML enabled. Select the **Next** button to advance to the next screen.



Welcome Home Reception for Students
Dance and reception welcoming HSU students back on campus

Reception

HOP
Additional Organization

100 Attendees Expected

This event is open to all HSU students. Free pizza and refreshments will be provided. A...

3

Progress...

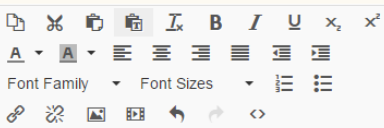
Enter additional basic event information.

Expected Head Count

100

I Don't Know

Event Description




This event is open to all HSU students. Free pizza and refreshments will be provided. A formal dance will follow - please dress appropriately.

This is a free event.

You may enter an additional event description and any other details you wish to share with persons viewing this event on the calendar. This field is HTML-Enabled.

Notes:
To embed HTML code directly (such as a YouTube video), use the "insert/edit video" button or edit the source directly by clicking the "Source code" button.

Some HTML tags (including TABLE tags) are not supported by 25Live Publisher.




◀ Back

Next ▶

✖ Cancel

💾 Save

The next page looks the same regardless of whether your event repeats or not. Enter the date and time of ONLY the first occurrence of your event. If you anticipate needing to reserve the room for some time before the actual event starts to setup the room and/or after the event is over to clean up, use the **Setup or Pre-Event time** and/or **Post-Event or Takedown time** fields. Notice the green fields on the right calculating the duration of your event and your entire reservation (4). Select the **Next** button to advance to the next screen.



Welcome Home Reception for Students
 Dance and reception welcoming HSU students back on campus

Reception
 HOP
 Additional Organization
 100 Attendees Expected
 This event is open to all HSU students. Free pizza and refreshments will be provided. A...

**Fri Aug 14 2015 5:00 pm -
 Fri Aug 14 2015 10:00 pm**
 Setup: 2 hours
 Takedown: 1 hour

Progress...

Tell us WHEN this event takes place.

Select the dates and times of the **actual event**.
 Setup, takedown, pre- or post-event times can be specified below.

Event Start: Fri Aug 14 2015 5:00 pm

Event End: Fri Aug 14 2015 10:00 pm

Does this event require **Setup or Pre-Event time?** Yes No

Setup: 2 Days 0 Hours 0 Minutes

Pre-Event: 0 Days 0 Hours 0 Minutes

Reservation Start: 3:00 pm

Does this event require **Post-Event or Takedown time?** Yes No

Post-Event: 0 Days 0 Hours 0 Minutes

Takedown: 1 Days 0 Hours 0 Minutes

Reservation End: 11:00 pm

4


Event Duration:
5 Hours

Reservation Duration:
8 Hours

Specify the event date and time, including setup and take-down time if necessary. Check the Event Duration calculator above to confirm that you scheduled the correct amount of time.

◀ Back
Next ▶
✖ Cancel
💾 Save


If you need to schedule multiple event occurrences, select the appropriate repeat pattern button. If you accidentally chose a repeating event but you only need to schedule a one-time event, select the **Does Not Repeat** button at the bottom of the page. If your event repeats sporadically, select the **Ad Hoc Repeats** button.


 **Welcome Home Reception for Students**
Dance and reception welcoming HSU students back on campus

Reception
HOP
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100 Attendees Expected
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**Fri Aug 14 2015 5:00 pm -
Fri Aug 14 2015 10:00 pm**
Setup: 2 hours
Post-Event: 1 hour
Repeats on **8/18**


Event Locations


 **Info, University**
Scheduler

 **Gray, Izabella**
Requestor

Event Comments
Internal Notes

 **Tentative**

 **Choose how this event REPEATS.**



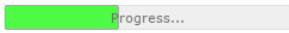
Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.



Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

 progress...


◀ Back **Next ▶**

 **Cancel**  **Save**

Using the calendar select the dates on which your event will take place.



NOTE: You CANNOT select dates from two different calendar years. If you are scheduling a series of events taking place in two different calendar years, you must create two separate reservations – one for each year.

Select the **Next** button to advance to the next screen.



Welcome Home Reception for Students
Dance and reception welcoming HSU students back on campus

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Fri Aug 14 2015 5:00 pm -
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 Repeats on **8/18**

Event Locations
 **Info, University**
 Scheduler
 **Gray, Izabella**
 Requestor

Event Comments
Internal Notes

 **Tentative**

Progress...


Describe how this event REPEATS.

Ad Hoc Repeats ▾

Click on any date to add it to the Occurrence List.

Aug
2015

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Occurrence List		
Date	Comments	Status
Fri Aug 14 2015	<input type="text"/>	Active ▾ <input type="checkbox"/>
Tue Aug 18 2015	<input type="text"/>	Active ▾ <input checked="" type="checkbox"/>

◀ Back

Next ▶

✕ Cancel

Save

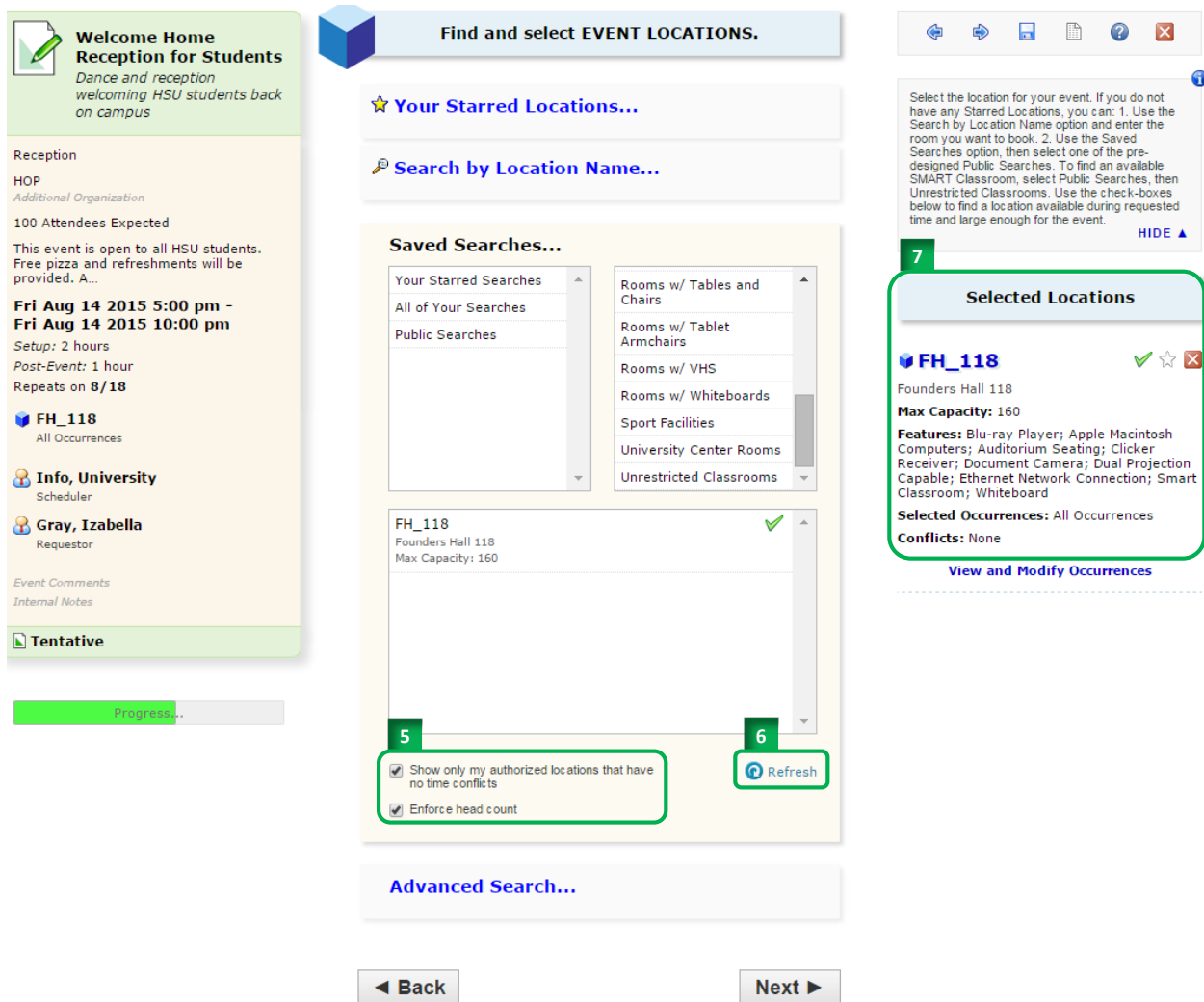
←
→
📄
?
✕

Ad Hoc Repeats
 Individually select dates to add to the event.

Next, check the availability of the location you would like to reserve. 25Live will automatically check the availability of your starred locations. You can also search by location name or room number. The recommended and most frequently used searches are the **Public Searches**, for example **Unrestricted Classrooms** or **Interdisciplinary Computer Labs**.

NOTE: If you would like to reserve a room that belongs to University Center (Goodwin Forum, Green and Gold Room, Nelson Hall conference rooms), contact Room Reservations at 707.826.4414. If you would like to reserve a restricted room, contact the room's owner (found on the Details tab of the location).

In order to ensure that the requested location can accommodate the event, keep the **“Show only my authorized locations that have no time conflict”** and **“Enforce head count”** boxes checked (5). Use the **Refresh** link to update search results (6). When you see the location that you would like to book in the middle of the page with a green checkmark next to it, click on it. Then, make sure that you see your requested location in the right column under **Selected Locations** with a green checkmark. Select the **Next** button to advance to the next screen (7).



The screenshot displays the 25Live reservation interface. On the left, a sidebar contains event details for a "Welcome Home Reception for Students" on August 14, 2015, including the location "FH_118" and the requester "Gray, Izabella". The main area is titled "Find and select EVENT LOCATIONS." and features a search bar, "Your Starred Locations...", and "Saved Searches...". A list of search filters is shown, including "Rooms w/ Tables and Chairs", "Rooms w/ Tablet Armchairs", "Rooms w/ VHS", "Rooms w/ Whiteboards", "Sport Facilities", "University Center Rooms", and "Unrestricted Classrooms". A search result for "FH_118" (Founders Hall 118) is displayed with a green checkmark. At the bottom, two checkboxes are checked: "Show only my authorized locations that have no time conflicts" (5) and "Enforce head count". A "Refresh" button (6) is also visible. On the right, a "Selected Locations" panel shows "FH_118" with a green checkmark and a "View and Modify Occurrences" link. A "Next" button is at the bottom right.

The contact roles for your reservation will be filled in automatically. Your name will appear in the Requestor field. The owner of the requested room will appear in the Scheduler field. Select the **Next** button to advance to the next screen.



Welcome Home Reception for Students
Dance and reception welcoming HSU students back on campus

Reception

HOP
Additional Organization

100 Attendees Expected

This event is open to all HSU students. Free pizza and refreshments will be provided. A...

Fri Aug 14 2015 5:00 pm - Fri Aug 14 2015 10:00 pm

Setup: 2 hours
Post-Event: 1 hour
Repeats on **8/18**

FH_118
All Occurrences

Info, University
Scheduler


Gray, Izabella
Requestor

Event Comments
Internal Notes

Tentative

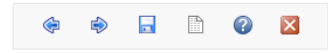
Select CONTACTS for this event.

Scheduler

 Info, University ☆ × ▾
ucinfo@humboldt.edu

Requestor

 Gray, Izabella ★ × ▾
Izabella.Gray@humboldt.edu



i
The Scheduler and Requestor fields will be filled automatically. If you are making a request on behalf of somebody else, enter their name in the Requestor field. If this person does not exist in the system, enter your own name.


◀ Back
Next ▶

 **Cancel**
 **Save**



The contents of the **Event Comments** field will be visible to all users. Use this field to enter only information regarding the event you would like to share with everyone.

The information entered in the **Internal Notes** sections will only be visible to you and the system administrator. Select the **Next** button to progress to the next screen.


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**Fri Aug 14 2015 5:00 pm -
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Setup: 2 hours
Post-Event: 1 hour
Repeats on **8/18**

 **FH_118**
All Occurrences

 **Info, University**
Scheduler

 **Gray, Izabella**
Requestor

Event Comments
Internal Notes

 **Tentative**



Progress...







Add additional COMMENTS and NOTES for this event.

Event Comments

Internal Notes

◀ Back
Next ▶

 Cancel
 Save

Enter any additional event comments you would like to be visible to everyone who views this event on the calendar.

Your event will be saved as a **Tentative** event until the Room Reservation or the room owner approves the room assignment. Select the **Save** button to complete your reservation.



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FH_118
All Occurrences

Info, University
Scheduler


Gray, Izabella
Requestor

Event Comments
Internal Notes

 **Tentative**

Progress...

Verify or change the EVENT STATE.

 **Tentative**

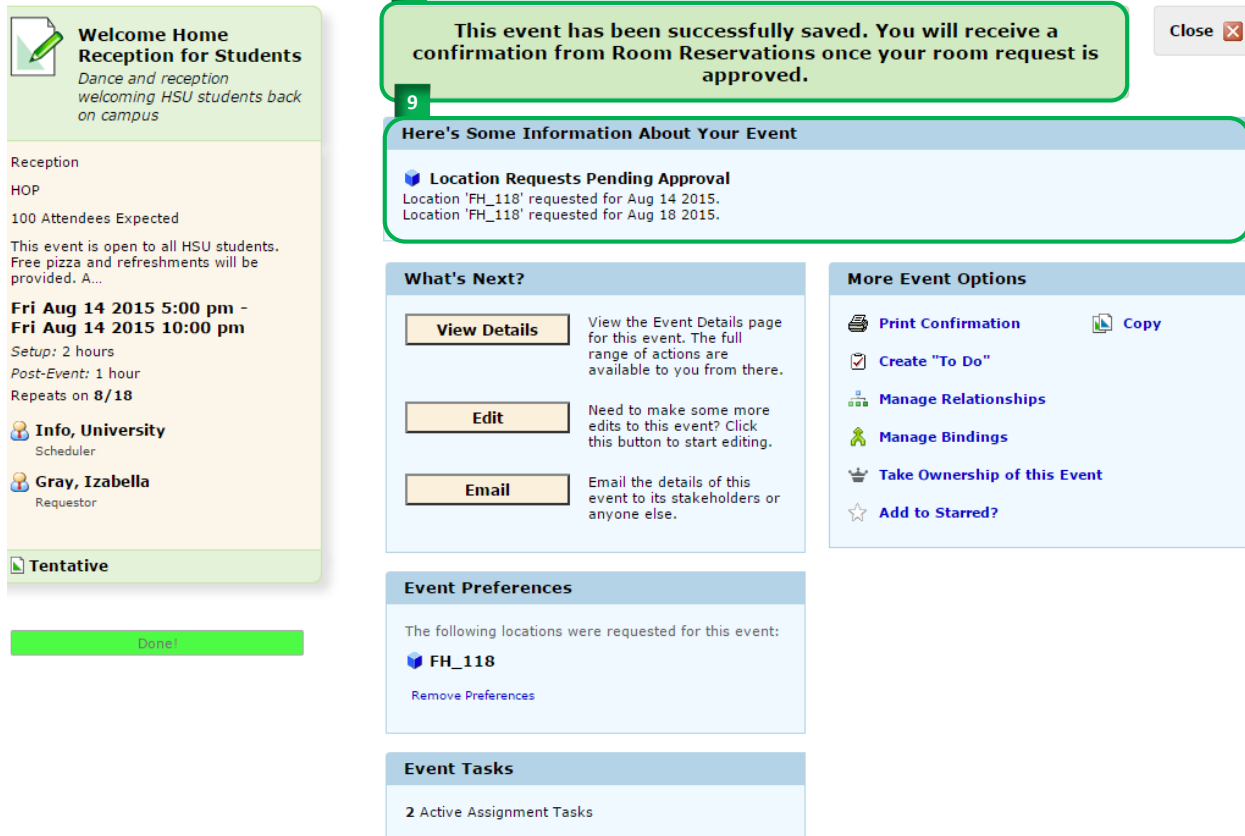
This information cannot be edited.

◀ Back
Next ▶
✖ Cancel
💾 Save

Your event will be saved as tentative and forwarded for an approval after you select the "Save" button.

Lastly, you will see a confirmation that your reservation has been created successfully (8). Just below that message in the section with additional information, you will notice that the assignment of the room(s) you requested must be approved (9). You will receive an email approval of your room booking request within 1-2 business days. In the meantime, you can **Edit** your reservation, **Email** or **Print Confirmation** of your request (ensure that your browser allows pop-ups from 25Live), **Copy** this event and create another reservation, **Create "To Do"** associated with this event, relate this event to another one (**Manage Relationships**), or add your event to your **Starred Events** (allows quick access to the event).

NOTE: You do not have the ability to **Take Ownership of Events**.



The screenshot displays the reservation management interface. At the top, a green notification box (8) states: "This event has been successfully saved. You will receive a confirmation from Room Reservations once your room request is approved." Below this, a blue box (9) titled "Here's Some Information About Your Event" contains a "Location Requests Pending Approval" section, listing two requests for room 'FH_118' on August 14 and August 18, 2015.

The main interface is divided into several sections:

- Event Summary:** "Welcome Home Reception for Students" (Dance and reception welcoming HSU students back on campus). Reception details include HOP, 100 attendees expected, and a date/time of Fri Aug 14 2015 5:00 pm - Fri Aug 14 2015 10:00 pm.
- What's Next?:** Includes buttons for "View Details" (to see the full range of actions), "Edit" (to make more edits), and "Email" (to email details to stakeholders).
- More Event Options:** Includes "Print Confirmation", "Copy", "Create 'To Do'", "Manage Relationships", "Manage Bindings", "Take Ownership of this Event", and "Add to Starred?".
- Event Preferences:** Shows "FH_118" as a requested location with a "Remove Preferences" link.
- Event Tasks:** Shows "2 Active Assignment Tasks".

On the left sidebar, there is a "Tentative" status and a "Done!" button at the bottom.

For questions regarding **general room scheduling** contact University Center Room Reservations office at 707.826-4414.

For questions regarding **room reservations for classes** contact Office of the Registrar at r25class@humboldt.edu.